



**Town of Discovery Bay
Community Services District
RESOLUTION NO. 2009-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD) TO DELETE FORMER DIRECTOR, ROBERT DORAN & PATTY KNIGHT AND ADD CURRENT DIRECTOR MARK SIMON AND RAY TETREAUULT ON THE ECC BANK, A DIVISION OF BANK OF AGRICULTURE AND COMMERCE BANK ACCOUNTS TO SIGN ON CHECKS WRITTEN FROM THE TOWN OF DISCOVERY BAY CHECKING ACCOUNTS

WHEREAS, the Town of Discovery Bay CSD desires to delete former director, Robert Doran & Patty Knight and add current director Mark Simon & Ray Tetreault on their (2) public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts which are listed below:

50017249 – Water and Wastewater (CSD)

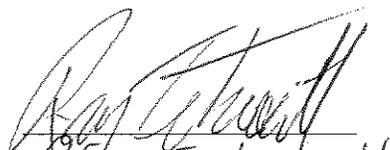
50020304 – Discovery Bay Community Center Committee

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. The ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 9450, is hereby requested to delete former director Robert Doran & Patty Knight, and add the current directors' names, Mark Simon & Ray Tetreault on the above (2) checking accounts to be able to sign on checks written from these accounts.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written from these accounts be two of the three elected officers of the Town of Discovery Bay CSD Board of Directors (President and Treasurer, or by one of them, and one other Director).

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay CSD, at their regular meeting thereof, held on January 7, 2009 by the following vote:

AYES:	<u>4</u>
NOES:	<u>0</u>
ABSTENTION:	<u>0</u>
ABSENT:	<u>0</u>


Ray Tetreault
President, Board of Directors

ATTEST:
VIRGIL KOEHNE


Secretary, Board of Directors



**Town of Discovery Bay
Community Services District
RESOLUTION NO. 2009-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD) TO DELETE FORMER DIRECTOR, ROBERT DORAN & PATTY KNIGHT AND ADD CURRENT DIRECTOR MARK SIMON AND RAY TETREULT ON THE ECC BANK, A DIVISION OF BANK OF AGRICULTURE AND COMMERCE CERTIFICATE OF DEPOSIT (CD) BANK ACCOUNT TO SIGN ON TRANSACTIONS WRITTEN FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT

WHEREAS, the Town of Discovery Bay CSD desires to delete former director, Robert Doran & Patty Knight and add current director Mark Simon & Ray Tetreault on their (1) CD bank account with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on transaction written for the Town of Discovery Bay CSD CD Account that is listed below:

Account #50306399

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. The ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby requested to delete former director Robert Doran & Patty Knight, and add the current directors' names, Mark Simon & Ray Tetreault on the above one (1) CD account to be able to sign on written transactions for this account.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on transactions written from this account be two (2) of the three (3) elected officers of the Town of Discovery Bay CSD Board of Directors (President and Treasurer, or by one of them, and one other Director).

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay CSD, at their regular meeting thereof, held on January 21, 2009 by the following vote:

AYES: 5
NOES: 0
ABSTENTION: 0
ABSENT: 0


RAY TETREULT
President, Board of Directors

ATTEST:
VIRGIL KOEHNE


Secretary, Board of Directors



**Town of Discovery Bay
Community Services District
RESOLUTION NO. 2009-03**

**RESOLUTION REPEALING RESOLUTION NO. 2000-04,
ESTABLISHING THE DATE, TIME, AND PLACE OF REGULAR
MEETINGS, AND AMENDING THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT BYLAWS ACCORDINGLY**

WHEREAS, pursuant to Government Code §61221, the Board of Directors of the Town of Discovery Bay Community Services District ("Town") may provide for the date, time, and place of holding its regular meetings; and

WHEREAS, the Board of Directors did so establish the date, time, and place of regular meetings with Resolution 2000-04 on March 15, 2000; and

WHEREAS, the Bylaws of the Town provide that the date, time, and place of those meetings may be altered by Resolution of the Board of Directors of the Town; and

WHEREAS, the Board of Directors of Town does now desire to alter the date, time, and place of holding its regular meetings.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Resolution 2000-04 is repealed; and
2. The date, time, and place of regular meetings of the Town are established as:

The first (1st) and third (3rd) Wednesday of each month, 7:00 p.m., at 1800 Willow Lake Drive, Discovery Bay, California, 94505 (the "District Office").
3. Article VI, Section 1, subsection (A) of the Town Bylaws is amended to read in full as follows:

"The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at 7:00 p.m., at the District Office located at 1800 Willow Lake Drive, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District, and for transacting such business as may be brought before the meeting. Such meetings may be altered, from time to time, as to date, time, and place, as provided for in a Resolution adopted by the Board."

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay Community Services District, at a regular meeting thereof, held on February 4, 2009, by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTENTION: 0

RAY TETREAULT



President, Board of Directors

ATTEST:
VIRGIL KOEHNE



Secretary, Board of Directors



**Town of Discovery Bay
Community Services District
RESOLUTION NO. 2009-04**

**RESOLUTION AMENDING THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT BYLAWS**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District ("Town") desires to amend the Town's Bylaws; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Article IV, Section 3, subsection (A)(7) of the Town bylaws is deleted, and Article IV, Section 3, subsection (A)(8) of said bylaws is renumbered as Article IV, Section 3, subsection (A)(7).

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay Community Services District, at a regular meeting thereof, held on April 1, 2009, by the following vote:

AYES: 3

NOES: 0

ABSENT: 2

ABSTENTION: 0

RAY TETREAULT



President, Board of Directors

ATTEST:



Secretary, Board of Directors

**REVISED
BYLAWS
OF THE
TOWN OF DISCOVERY BAY**

REVISED BYLAWS
OF THE
TOWN OF DISCOVERY BAY

ARTICLE I

NAME

This unit of local government shall be known as the Town of Discovery Bay, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

ARTICLE II

PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To provide for those exercise of those powers set forth in Government Code § 61600 approved by the electors of the Town;
- B. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- C. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Number.

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) years. Such terms of office to be established on a staggered basis. Initially two (2) Directors will serve a two year term and three (3) members will serve a four year term. Thereafter, all terms shall be four years.

The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

Section 2. Compensation.

The Board may authorize each Director to receive compensation of One Hundred Dollars (\$100.00) for each meeting of the Board attended by him/her, and One Hundred Dollars (\$100.00) for each day's service performing duties for the District other than attending meetings, subject to the following limitation: Total compensation shall not exceed Six Hundred Dollars (\$600) per month. Traveling and such other necessary expenses actually incurred by him/her in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein.

Section 3. Vacancies.

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation.

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

OFFICERS

Section 1. Elected Officers.

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a Treasurer.

Section 2. Terms of Elected Officers.

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the January meeting and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Section 3. Duties of Elected Officers.

A. President.

1. Shall preside at all meetings of the board and such other meetings approved by the Board.
2. Shall serve as official spokesperson for the Board.
3. Shall appoint such committees and other working groups as prescribed by the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences.
5. Shall co-sign all checks for warrants drawn by the Treasurer and approved by the Board.
6. Shall perform such other duties as necessary to carry out the work of the Board.
7. Shall perform such duties as prescribed by law.

B. Vice-President.

1. Shall serve in the absence of the President.

C. Treasurer.

1. Shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of all financial transactions of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital surplus, and assure that Town funds are properly secured. The books of the account shall at all reasonable times be open to inspection by any Director.
2. Shall prepare, or cause to be prepared, and supervise the preparation of an annual budget, together with reliable estimates of income and a publicly announced semi-annual report of expenditures.

3. Shall deposit all moneys and other valuables in the name of and to the credit of the District with such depositories and in such accounts as may be designated by the Board.
4. Shall provide all records and documents necessary for, and shall supervise, an annual, independent audit of expenditures.
5. Shall disburse the funds of the District as may be ordered by the Board and co-sign all warrants authorized by the Board; shall ensure that all bills, invoices and vouchers are paid in a timely manner; render to the Board, whenever they request it, an account of all his/her transactions as Treasurer and of the financial condition of the District; and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.
6. In the absence of the Treasurer, another Director shall be designated by the Board as a temporary Treasurer, and he or she shall perform the duties of Treasurer in the Treasurer's absence, except as provided in Article VII, Section 1.

ARTICLE V

APPOINTED OFFICERS

Section 1. Appointed Officers:

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. The Board may appoint such other officers as it deems necessary.

Section 2. General Manager Duties.

The general manager is employed by the board to run the day-to-day business of the Town of Discovery Bay.

Duties of the general manager (GM) include, but are not limited to:

- A. Prepare a detailed job description of the general manager.
- B. Prepare detailed job descriptions for all employees of the District. These must be updated and reviewed by the Board as any new functions are added.
- C. In preparation for Board review, do an annual evaluation of employees.

- D. Spend the major portion of his/her time on the items in the detailed job description of the GM.
- E. Dispatch the contractor hired for operations on all water and wastewater problems in Town of Discovery Bay that require fieldwork. The GM will respond only if the situation is too complicated for the contractor hired for operations to handle.
- F. Prepare and maintain a current timeline for all major projects, such as, but not limited to, potable water treatment, wastewater plants, land acquisitions, modular meeting building, pipe replacements, repairs or additions in the parks, Sandy Cove Shopping Center, Lake View Business Park, community center, water reclamation and conservation.
- G. Establish regular office hours and ensure that there is at least one person in the office during those hours.
- H. Such other duties as may from time to time be assigned by the Board.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings.

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Drive, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act.
- C. All meetings shall be conducted in accordance with the Ralph M. Brown Act.

Section 2. Quorum.

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code § 61225, the affirmative votes of three members of the Board are required for action to be taken.

Section 3. Voting.

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.

Section 4. Notice of Regular and Special Meetings.

- A. Notices of regular meetings shall be sent in writing to each Director at his/her home address at least four calendar (4) days prior to such meetings. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments.

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Treasurer, or by the Treasurer, and one other Director, or, in the absence of the Treasurer, any two Directors.

Section 2. Contracts.

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

Section 3. Reports.

The Board shall prepare and cause to be sent an annual quality report to the residents of the District.

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ARTICLE VIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law.

ARTICLE IX

AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by the affirmative vote of the majority of the Board at any regular meeting of the Board, provided notice of such proposal shall have been mailed to each Director at least four (4) days prior to the meeting at which the matter is to be acted upon.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2009-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
CONCERNING THE RAVENSWOOD
IMPROVEMENT DISTRICT – DB L&L ZONE # 9 - ANNUAL ASSESSMENT**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for fiscal year 2009-2010 for such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay as follows:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. There are no proposed new improvements or substantial change in existing improvements in said district.

5. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.

6. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems.

7. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay Community Services District, at a regular meeting thereof, held on June 3, 2009, by the following vote:

AYES:	∞	<u>4</u>
NOES:	0	<u>0</u>
ABSENT:	1	<u>1</u>
ABSTENTION:	0	<u>0</u>

RAY TETREAULT



 President, Board of Directors

ATTEST:

VIRGIL KOEHNE



 Secretary, Board of Directors



**Town of Discovery Bay
Community Services District**

RESOLUTION NO. 2009-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT TO CONTINUE COLLECTION OF SEWERAGE AND WATER SERVICE CHARGES ON THE COUNTY TAX ROLL FOR THE 2009-2010 YEAR WITH THE APPROVED ANNUAL CONSUMER PRICE INDEX INCREASE OF 3.10%

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (“CSD”) finds and declares that sewerage and water service fees for service were established by the District pursuant to its Ordinance No. 18 with an Amendment of Ordinance No. 14, and accepted and continued in effect by DBCSD Ordinance No. 1, including collection of those charges on the County tax roll;

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD has approved at a special meeting on May 28, 2009 the annual Consumer Price Index (“CPI”) for the 2009-10 Tax Roll Year of 3.10% in accordance with Section 2 of Ordinance No. 18;

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD further finds and declares that the Town of Discovery Bay CSD has prepared a report of all parcels in the district receiving services and facilities, and the amount of the charge for each parcel for the year, computed in conformity with the charges prescribed in the Ordinances listed above, recognizing that certain parcels are metered and such consumption-based metered charges are collected separately from the tax roll, and that written notice of said report was mailed to each person to whom any parcel of real estate described in such report is assessed; and that the Town has held a public hearing pursuant to California Government Code section 61115.(b);

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD further finds and declares that the annual charge for sewerage and water services and facilities, recognizing that certain parcels are metered and such consumption-based metered charges are collected separately from the tax roll, shall continue to be collected on the County tax roll.

NOW, THEREFORE, the Town of Discovery Bay CSD does hereby resolve and order as follows:

1. That sewerage and water service fees were established by the District pursuant to its Ordinance No. 18 with an Amendment of Ordinance No. 14, and accepted and continued in effect by DBCSD Ordinance No. 1.

2. The board approved the annual CPI increase of 3.10% for the 2009-10 tax roll year in accordance with Section 2 of Ordinance No. 18 at their special board meeting on May 28, 2009 after conduct of a Proposition 218 protest hearing, at which no majority protest was received.

3. The Town of Discovery Bay CSD has prepared a report of all parcels in the district receiving services and facilities and the amount of the charge for each parcel for the year as prescribed in the Ordinances listed above, recognizing that certain parcels are metered and such consumption-based metered charges are collected separately from the tax roll.

4. A written notice of said report was mailed to each person to whom any parcel of real estate described in such report is assessed.

5. The Town of Discovery Bay CSD has held a public hearing pursuant to California Government Code section 61115.(b).

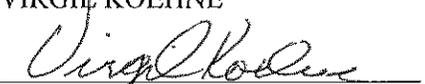
6. The Board of Directors of the Town of Discovery Bay CSD further finds and declares that the annual charge for sewerage and water services and facilities, recognizing that certain parcels are metered and such consumption-based metered charges are collected separately from the tax roll, shall continue to be collected on the County tax roll.

PASSED AND ADOPTED by the Board of Directors of the Town of Discovery Bay CSD, at their regular meeting thereof, held on July 15, 2009 by the following vote:

AYES: 3
NOES: 0
ABSTENTION: 0
ABSENT: 2

RAY TETREAUULT

President, Board of Directors

ATTEST:
VIRGIL KOEHNE

Secretary Board of Directors



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2009-07

**RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2009-2010**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments thereunder, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineers have prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.
6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2009-2010 year will be held at 7:00 p.m., on August 5, 2009, at 1800 Willow Lake Road, Discovery Bay, CA 94505.

PASSED AND ADOPTED by the Town of Discovery Bay Community Services District Board of Directors, at a regular meeting thereof, held on August 5, 2009, by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTENTION: 0

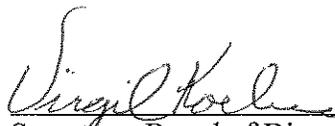
RAY TETREAULT



President, Board of Directors

ATTEST:

VIRGIL KOEHNE



Secretary, Board of Directors



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2009-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FOR THE FISCAL YEAR 2009-2010

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIID (Proposition 218); and

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

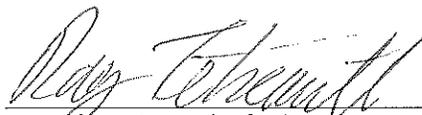
1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for fiscal year 2009-2010 is adopted and confirmed.
3. The assessment specified in the Report for the Ravenswood District, for fiscal year 2009-2010 is hereby imposed on the real property within such district for fiscal year 2009-2010.

4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

PASSED AND ADOPTED by the Town of Discovery Bay Community Services District Board of Directors at a regular meeting thereof held on August 5, 2009 by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTENTION: 0

RAY TETREAULT



President, Board of Directors

ATTEST:

VIRGIL KOEHNE



Secretary, Board of Directors

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2009-2010

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2009

Town of Discovery Bay Community Services District

Director and President

Ray Tetreault

Director and Vice President

Mark Simon

Director and Treasurer

Dave Dove

Director

David Piepho

Director

Shannon Murphy-Teixeira

General Manager

Virgil Koehne

District's Attorney

John W. Stovall, Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering



Date: July 2009

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2009-2010 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2008-2009 year

During this time period the DB L&L #9, Zone #1 District financial report is as follows:

\$ 87,706.18 Annual assessments & investment revenue was received

\$ 9,812.56 Annual expenses (Staff-Administrative expenses) to review various improvement plans and to verify and coordinate construction activities related to said improvements, Taxes & Assessment expenses and grounds maintenance expenses.

A copy of the income and expenses is attached to this report.

\$ 244,629.50 Fund total after 2008-2009 annual expenses.

Note: The expenses were very low for the 2008-2009 time period. The developer D.R. Horton and their landscape contractor that installed the landscaping improvements started this portion of improvements later than anticipated in the development of the overall project and the Town of Discovery Bay CSD is currently in the

process of accepting the landscaping work as completed. The Town is anticipated to complete the takeover of the maintenance of the landscaping facilities by August 2009.

The excess revenue from the 2008-2009 year was placed in reserves to build the reserve account per the requirements of the District as adopted in 2006. Excess Revenues above the maximum allowable reserve balance were used to reduce the required 2009-2010 assessment.

Current Assessment

The 2008-2009 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$431 per parcel. This is the same as the initial year assessment as defined in the Assessment Engineers Report.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco - Oakland -- San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2009, the same CPI index is reported as 223.9. Based upon the change in the CPI, the new maximum assessment allowed for the 2009-2010 fiscal year is \$536.97.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2009-2010 fiscal year is \$536.97. This assessment is equally assessed to 203 parcels for an annual total of \$109,005.75. Therefore, the maximum Reserve Account Balance is \$218,011.50. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2009-2010 Fiscal Year

It is anticipated the District will take over landscaping responsibilities from the developer this fiscal year. As a result, the District will begin to incur significant expenses for this maintenance. In addition, during this fiscal year, the District is also scheduled to construct capital improvements.

Based on this report, the assessment for 2009-2010 tax year must be reduced to avoid overfunding the reserve fund. The Assessment for the 2009-2010 fiscal year is then \$406 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

D.Bay L&L Park Zone #9 District
 Revenue & Expenditure Budget vs. Actuals Worksheet 2008-09
 July 1, 2008 through June 30, 2009

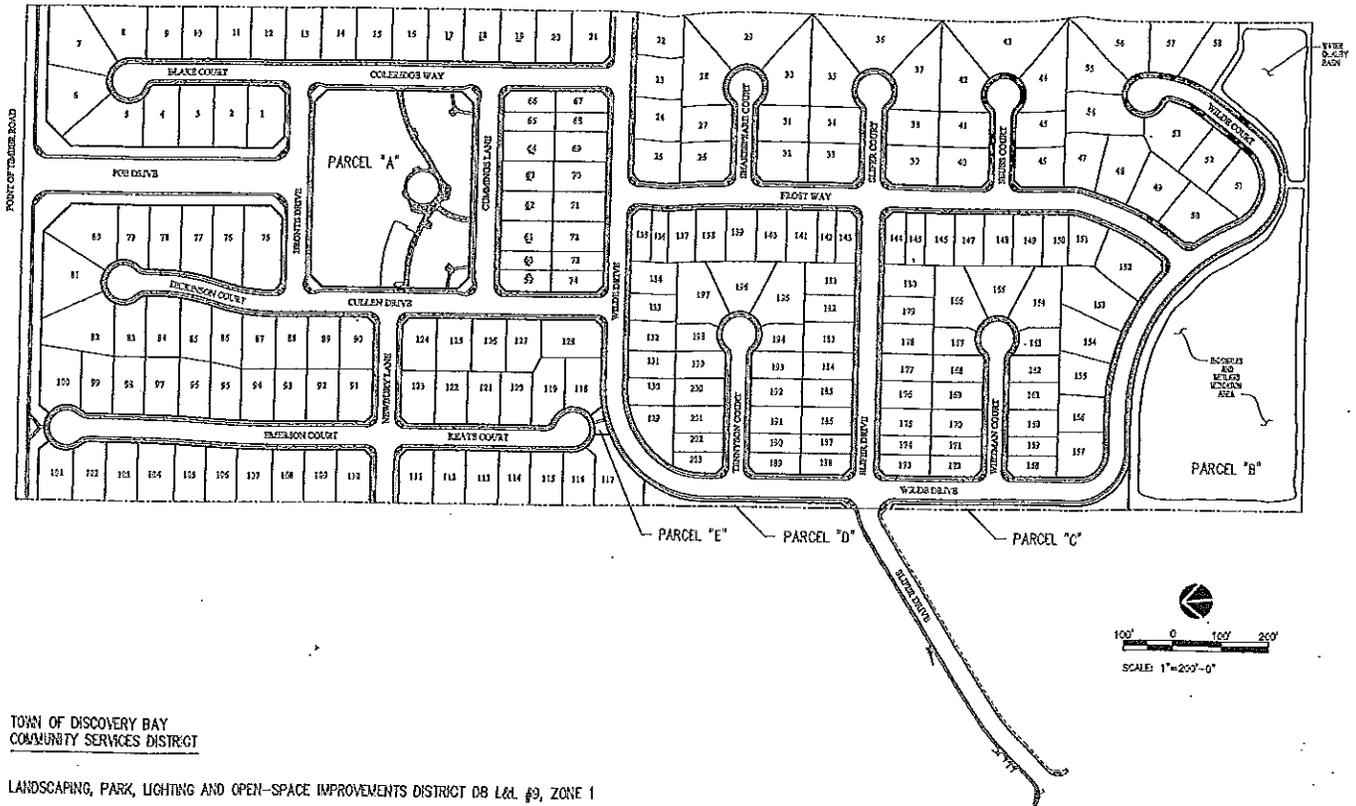
Revenue:	Acct. Code	2008/09 Budget	2008/09 Actuals
Est Current Funds in Contra Costa County	740/750	\$172,105	\$165,017
Final Year End Adjustments (Previous Year)			\$1,719
Actual Current Funds in Contra Costa County			\$166,736
Accounts Payable - Yr.End	500		
Due to other Funds - Yr. End	540		
Disbursements	830		(\$103)
Current Property Taxes	9754	\$87,493	\$87,493
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		
Property Taxes-Current Unsecured	9020		
Property Taxes-Prior-Unsecured	9035		
Earnings on Investment	9181	\$1,500	\$316
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		
Total Revenue / Income		\$261,098	\$264,442

Expenditure: Operating Expenses	Acct. Code	2008/09 Budget	2008/09 Actuals
Office Expenses	2100	(\$150)	
Books, Periodicals & Subscriptions	2102	\$0	
Postage	2103	(\$150)	
Communications (Messenger, Radio, etc)	2110	(\$90)	
Utilities (Street Lights, Water & Garbage)	2120	(\$5,000)	
Small Tools & Instruments	2130	(\$100)	
Minor Equipment, Furniture less than \$1000	2131	\$0	
Household Items	2170	\$0	
Public Notices	2190	(\$600)	(\$91)
Memberships	2200	\$0	
Rent & Lease of Equipment	2250	\$0	
Computer Software	2251	\$0	
Maintenance of Equipment	2270	(\$300)	
Automotive Supplies & Repairs	2271	(\$300)	
Gasoline	2272	(\$300)	(\$153)
Maintenance of Buildings	2281	\$0	
Grounds Maintenance	2282	(\$53,755)	(\$2,114)
Requested Maintenance from County	2284/3620	\$0	
Auto Mileage/Employee Reimbursement	2301	(\$100)	
Other Travel Employee Expenses	2303	\$0	
Professional Services/Specialized Services	2310	(\$5,000)	(\$5,762)
Staff Payroll	2310	(\$13,124)	
Insurance	2360	(\$3,500)	
Road/Construction Materials (Street Signs)	2470	\$0	
Other Special Expenses	2479	\$0	
Miscellaneous Services & Supplies	2490	\$0	
Taxes & Assessments	3530/3550	(\$1,200)	(\$423)
Interfund Exp. (Investment & Property Tax Adm.)	3611	\$0	
Reimbursement for County Adm. Costs	5011	(\$21)	
Total Operating Expenses		(\$83,590)	(\$8,543)

Expenditure: Capital/Asset	Acct. Code	2008/09 Budget	2008/09 Actuals
Various Parking Lot Improvements	4226	\$0	\$0
Various Improvements	4265	\$0	(\$1,269)
Structure & Walkway Repairs	4546	\$0	\$0
Playground Equipment	4789	\$0	\$0
Tools & Sundry Equipment	4956	\$0	\$0
Total Capital/Asset		\$0	(\$1,269)

Grand Total of Operating/Capital		(\$83,590)	(\$9,813)
Total Year End Available Revenue	Fund Balance	\$177,508	\$244,629.50

PART "D"



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

LANDSCAPING, PARK, LIGHTING AND OPEN-SPACE IMPROVEMENTS DISTRICT DB L&L #3, ZONE 1

**Ravenswood APNs for Tax Roll Year 2009-10
PART "E"**

APN	S Street Address	S City State Zip	Assessment
011-600-001-9	701 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-002-7	707 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-003-5	715 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-004-3	719 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-005-0	725 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-006-8	731 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-007-6	732 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-008-4	726 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-009-2	720 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-010-0	714 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-011-8	708 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-012-6	702 Blake Ct	Discovery Bay CA 94505-2659	\$406.00
011-600-013-4	1501 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-600-014-2	1509 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-600-015-9	1517 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-600-016-7	1525 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-600-017-5	1533 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-600-018-3	600 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-019-1	608 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-020-9	616 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-021-7	624 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-022-5	632 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-023-3	640 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-024-1	648 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-025-8	641 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-026-6	633 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-027-4	625 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-028-2	617 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-029-0	609 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-030-8	601 Dickinson Ct	Discovery Bay CA 94505-2661	\$406.00
011-600-031-6	1400 Cullen Dr	Discovery Bay CA 94505-2662	\$406.00
011-600-032-4	1412 Cullen Dr	Discovery Bay CA 94505-2662	\$406.00
011-600-033-2	1424 Cullen Dr	Discovery Bay CA 94505-2662	\$406.00
011-600-034-0	404 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-035-7	410 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-036-5	416 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-037-3	422 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-038-1	428 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-039-9	434 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-040-7	440 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-041-5	446 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-042-3	452 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-043-1	458 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-044-9	459 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-045-6	453 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-046-4	447 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-047-2	441 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-048-0	435 Emerson Ct	Discovery Bay CA 94505	\$406.00

011-600-049-8	429 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-050-6	423 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-051-4	417 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-052-2	411 Emerson Ct	Discovery Bay CA 94505-2663	\$406.00
011-600-053-0	405 Emerson Ct #110	Discovery Bay CA 94505-2663	\$406.00
011-600-054-8	502 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-600-055-5	510 Keats Ct #112	Discovery Bay CA 94505-2637	\$406.00
011-600-056-3	511 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-600-057-1	503 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-600-058-9	1436 Cullen Dr	Discovery Bay CA 94505-2638	\$406.00
011-600-059-7	1448 Cullen Dr	Discovery Bay CA 94505-2638	\$406.00
011-610-001-7	1541 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-610-002-5	1549 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-610-003-3	1557 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-610-004-1	1565 Coleridge Way	Discovery Bay CA 94505-2657	\$406.00
011-610-005-8	1671 Wilde Dr	Discovery Bay CA 94505-2655	\$406.00
011-610-006-6	1679 Wilde Dr	Discovery Bay CA 94505-2655	\$406.00
011-610-007-4	1687 Wilde Dr	Discovery Bay CA 94505-2655	\$406.00
011-610-008-2	1695 Wilde Dr	Discovery Bay CA 94505-2655	\$406.00
011-610-009-0	403 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-010-8	411 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-011-6	419 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-012-4	428 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-013-2	420 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-014-0	412 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-015-7	404 Shakespeare Ct	Discovery Bay CA 94505-2654	\$406.00
011-610-016-5	501 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-017-3	509 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-018-1	517 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-019-9	524 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-020-7	516 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-021-5	508 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-022-3	500 Slifer Ct	Discovery Bay CA 94505-2653	\$406.00
011-610-023-1	1467 Cullen Dr	Discovery Bay CA 94505-2639	\$406.00
011-610-024-9	4308 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-025-6	4316 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-026-4	4324 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-027-2	4332 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-028-0	4340 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-029-8	4348 Cummings Ln	Discovery Bay CA 94505-2660	\$406.00
011-610-030-6	1552 Coleridge Way	Discovery Bay CA 94505-2658	\$406.00
011-610-031-4	1568 Coleridge Way	Discovery Bay CA 94505-2658	\$406.00
011-610-032-2	1688 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-033-0	1692 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-034-8	1696 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-035-5	1700 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-036-3	1704 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-037-1	1708 Wilde Dr	Discovery Bay CA 94505-2656	\$406.00
011-610-038-9	1453 Cullen Dr	Discovery Bay CA 94505	\$406.00
011-610-039-7	518 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-040-5	526 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-041-3	534 Keats Ct	Discovery Bay CA 94505-2637	\$406.00

011-610-042-1	542 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-043-9	550 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-044-7	543 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-045-4	535 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-046-2	527 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-047-0	519 Keats Ct	Discovery Bay CA 94505-2637	\$406.00
011-610-048-8	1460 Cullen Dr	Discovery Bay CA 94505-2638	\$406.00
011-610-049-6	1472 Cullen Dr	Discovery Bay CA 94505-2638	\$406.00
011-610-050-4	1718 Wilde Dr	Discovery Bay CA 94505-2640	\$406.00
011-610-051-2	1729 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-052-0	1725 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-053-8	1721 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-054-6	1717 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-055-3	1713 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-056-1	1709 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-057-9	1703 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-610-058-7	1812 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-059-5	1824 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-060-3	1836 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-061-1	1848 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-062-9	1860 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-063-7	1872 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-064-5	1884 Frost Way	Discovery Bay CA 94505-2682	\$406.00
011-610-065-2	4281 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-066-0	4284 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-067-8	1909 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-610-068-6	1745 Wilde Dr	Discovery Bay CA 94505-2645	\$406.00
011-610-069-4	4228 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-070-2	4236 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-071-0	4244 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-072-8	4252 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-073-6	4260 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-074-4	4268 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-075-1	4276 Slifer Dr	Discovery Bay CA 94505-2644	\$406.00
011-610-076-9	4273 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-077-7	4265 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-078-5	4257 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-079-3	4249 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-080-1	4241 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-081-9	4233 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-082-7	4225 Slifer Dr	Discovery Bay CA 94505-2646	\$406.00
011-610-083-5	1741 Wilde Dr	Discovery Bay CA 94505-2643	\$406.00
011-610-084-3	1737 Wilde Dr	Discovery Bay CA 94505-2643	\$406.00
011-610-085-0	104 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-086-8	108 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-087-6	112 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-088-4	116 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-089-2	118 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-090-0	124 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-091-8	130 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-092-6	127 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-093-4	123 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00

011-610-094-2	119 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-095-9	115 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-096-7	111 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-097-5	107 Tennyson Ct	Discovery Bay CA 94505-2642	\$406.00
011-610-098-3	1733 Wilde Dr	Discovery Bay CA 94505-2641	\$406.00
011-620-001-5	603 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-002-3	609 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-003-1	615 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-004-9	622 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-005-6	614 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-006-4	608 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-007-2	602 Seuss Ct	Discovery Bay CA 94505-2652	\$406.00
011-620-008-0	1960 Frost Way	Discovery Bay CA 94505-2650	\$406.00
011-620-009-8	1968 Frost Way	Discovery Bay CA 94505-2650	\$406.00
011-620-010-6	1976 Frost Way	Discovery Bay CA 94505-2650	\$406.00
011-620-011-4	1982 Frost Way	Discovery Bay CA 94505-2650	\$406.00
011-620-012-2	709 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-013-0	717 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-014-8	725 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-015-5	745 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-016-3	748 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-017-1	740 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-018-9	732 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-019-7	724 Wilde Ct	Discovery Bay CA 94505-2649	\$406.00
011-620-020-5	1917 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-021-3	1925 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-022-1	1933 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-023-9	1941 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-024-7	1949 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-025-4	1957 Frost Way	Discovery Bay CA 94505-2651	\$406.00
011-620-026-2	1789 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-027-0	1783 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-028-8	1777 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-029-6	1771 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-030-4	1765 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-031-2	1759 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-032-0	1753 Wilde Dr	Discovery Bay CA 94505-2647	\$406.00
011-620-033-8	208 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-034-6	214 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-035-3	220 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-036-1	226 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-037-9	232 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-038-7	238 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-039-5	244 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-040-3	239 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-041-1	233 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-042-9	227 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-043-7	221 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-044-5	215 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-045-2	209 Whitman Ct	Discovery Bay CA 94505-2648	\$406.00
011-620-046-0	1749 Wilde Dr	Discovery Bay CA 94505-2645	\$406.00
			\$82,418.00

RESOLUTION NO. 2009-09

**A RESOLUTION OF THE GOVERNING BODY OF THE
Town of Discovery Bay Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

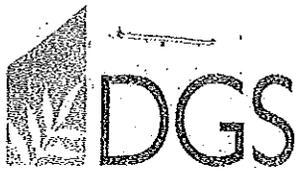
WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2007-06 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2007-06 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT**

1700 National Drive • Sacramento, CA 95834 • (916) 928-5800 • Fax (916) 928-7965 • www.ofa.dgs.ca.gov/opsr

ELIGIBILITY RENEWAL APPLICATION STATE & FEDERAL SURPLUS PROPERTY PROGRAM

A. Name of the Organization Town of Discovery Bay C.S.D. Telephone: (925) 634-1131
Address: 1800 Willow Lake Road City: Discovery Bay Zip: 94505
Fax Number _____ E-mail Address _____

Organization is a: PUBLIC GOVERNMENTAL AGENCY PRIVATE AGENCY/ORGANIZATION
A. Conservation _____ A. Homeless Program _____
B. Economic Development _____ B. Private Education - ADA _____
C. Education - ADA _____ C. Private Health _____
D. Parks & Recreation _____ D. Older Americans Act for Sr. Citizens _____
E. Public Health _____ E. Other, Explain _____
F. Public Safety _____
 G. Other, Explain Community Services District

Number of Service Sites _____
Total Number of Clients Served Each Day _____

RESOLUTION 2009-10

B. "BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
<u>Virgil Koehne</u>	<u>General Mgr.</u>	<u>Virgil Koehne</u>	<u>vrk1800.todh@sbcglobal.net</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Note: All signatures must be in original form. No copied or stamped signatures.

The above resolution was PASSED AND ADOPTED this 19 day of August 2009 by the Governing Board of the:

Town of Discovery Bay C.S.D. by the following vote: AYES: 5 NOES: 0 ABSENT: 0

1. Virgil Koehne Clerk of the Governing Board known as Town of Discovery Bay Community Services District

Do hereby certify that the foregoing is a full, true, and correct resolution adopted by the governing board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: Ray Tetreault
Ray Tetreault, Board President

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY.

C. AUTHORIZED BY: _____
Printed Name and Title of Chief Administrative Officer _____
Signature of Chief Administrative Officer _____ Date _____

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE# _____

FOR STATE SURPLUS AGENCY USE ONLY

Renewal Application Approved Renewal Application Disapproved _____
Date: APPROVED SEP 01 2009 Signed: Ben Plaster Cop: 8-31-2009



J

RENEWAL NOTICE

September 1, 2009

Viril Koehne
General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94514

Dear Mr. Koehne:

Congratulations, the eligibility renewal for your organization to participate in the Federal Surplus Property Program has been processed and approved. Your eligibility has been extended for a three year period and will expire on August 31, 2012, unless renewed.

Please read the enclosed Terms and Conditions and note Section A-3 that is related to the service and handling fee that is charged for the transfer of any surplus property. The present fee to support the surplus program is a maximum of 5% of the original acquisition cost and may be less, depending upon the value or condition of the surplus property. Please be certain that all authorized representatives are aware of this fee. Also, please note the Federal conditions in sections B, C and D related to Federal surplus property that must be adhered to so as not to risk prosecution by the Federal authorities or jeopardize the eligibility of your organization.

If your business has Federal surplus needs or would like further information on obtaining Federal surplus property, **including viewing available surplus property via the internet**, please feel free to contact me at (916) 928-4645.

Sincerely,

Toni Martinez
Eligibility Administrator
California Agency for Surplus Property
Federal Surplus Property Program

Enclosures



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT**

1700 National Drive • Sacramento, CA 95834 • (916) 928-5800 • Fax (916) 928-7965 • www.ofa.dgs.ca.gov/opssr

ELIGIBILITY RENEWAL APPLICATION STATE & FEDERAL SURPLUS PROPERTY PROGRAM

A. Name of the Organization Town of Discovery Bay C.S.D. Telephone (925) 634-1131
Address 1800 Willow Lake Road City Discovery Bay Zip 94505
Fax Number _____ E-mail Address _____

Organization is a: PUBLIC GOVERNMENTAL AGENCY PRIVATE AGENCY/ORGANIZATION
 A. Conservation A. Homeless Program
 B. Economic Development B. Private Education - ADA
 C. Education - ADA C. Private Health
 D. Parks & Recreation D. Older Americans Act for Sr. Citizens
 E. Public Health E. Other, Explain _____
 F. Public Safety
 G. Other, Explain Community Services District
Number of Service Sites _____
Total Number of Clients Served Each Day _____

RESOLUTION 2009-10

B. "BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
<u>Virgil Koehne</u>	<u>General Mgr.</u>	<u>Virgil Koehne</u>	<u>v.k1800tad@sbglobal.net</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Note: All signatures must be in original form. No copied or stamped signatures.

The above resolution was PASSED AND ADOPTED this 19 day of August 2009 by the Governing Board of the:
Town of Discovery Bay C.S.D. by the following vote: AYES: 5 NOES: 0 ABSENT: 0

I, Virgil Koehne Clerk of the Governing Board known as Town of Discovery Bay Community Services District

Do hereby certify that the foregoing is a full, true, and correct resolution adopted by the governing board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: Roy Tetreault
Roy Tetreault, Board President

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY.

C. AUTHORIZED BY: _____
Printed Name and Title of Chief Administrative Officer
Signature of Chief Administrative Officer _____ Date _____

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE# _____

FOR STATE SURPLUS AGENCY USE ONLY

Renewal Application Approved _____ Renewal Application Disapproved _____
Date: _____ Signed: _____

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL
PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED,
SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED,
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED
AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

Town of Discovery Bay C.S.D., (hereinafter called the "donee"),
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date 8/19/09 Town of Discovery Bay C.S.D.
Donee Organization

BY Uigil Korman Gen. Sec. /
(President/Chairman of the Board
or comparable authorized official) Brad
Secretary

1800 Willow Lake Road
Discovery Bay, CA 94505

Donee Mailing Address

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT

Town of Discovery Bay C.S.D.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Virgil Koehne General Manager

SIGNATURE

Virgil Koehne

DATE

8/19/09

TERMS AND CONDITIONS

A. THE DONEE CERTIFIES THAT:

- (1) It is a public agency; or an approved nonprofit organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.
- (2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if an approved nonprofit tax-exempt organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the state, except with prior approval of the State Agency for Surplus Property, hereafter referred to "the SASP".
- (3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, that the property is not being acquired for any other use(s) or purpose(s), is not for sale. Fee schedule is available upon request from the California SASP.
- (4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964, (41 USC 2000d-2000d-4a), as amended; Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as amended; Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688), as amended; and Section 303 of the Age Discrimination Act of 1975 (42 USC 6101-6107).
- (5) If the Donee is designated by the Federal Small Business Administration 8a Program as a socially and economically disadvantaged small business and the SASP has determined the Donee is eligible to receive federal surplus personal property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise; and the Donee certifies to A. (3), A. (4), and A. (5) above.

B. The Donee agrees to the following federal conditions:

- (1) All items of property, other than items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which acquired within one year of receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not so place the property in use, or in continuous use, the Donee shall immediately notify the SASP and, at the Donee's expense, make the property available for transfer or other disposal as directed by the SASP.
- (2) Special handling or use limitations as are imposed by the Federal General Services Administration (GSA) on any item(s) of property under which the item(s) are being allocated to the Donee.
- (3) In the event the Donee does not so use the property as required by C. (1) and C. (2), above, at the option of the GSA title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as the GSA or its designee shall direct.

C. The Donee agrees to the following conditions applicable to items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, except vessels of 50 feet or more in length and aircraft, regardless of acquisition cost:

- (1) The property shall be placed in use within one year of receipt and shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the SASP designates a further period of restriction.
- (3) In the event the property is not so used as required by C. (1) and C. (2), above, at the option of the SASP title and right to the possession of such property shall revert to the State of California, and the Donee shall release such property to such person, as the SASP shall direct.

D. The Donee agrees to the following terms, reservations and restrictions:

- (1) From the date the Donee receives the property and throughout the time period(s) imposed by B. or C. above (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property or remove it permanently for use outside the State of California without the prior approval of the GSA or the SASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when the GSA or the SASP authorizes such action, shall be remitted promptly by the Donee to the GSA or the SASP, as applicable. If a Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee receives the property and before expiration of the time periods imposed by C. or D. as applicable at the option of the GSA or the SASP, the Donee shall pay to the GSA or the SASP any proceeds derived from the disposal, and/or the fair market or fair rental value of the property at the time of such unauthorized disposal as determined by the GSA or the SASP as applicable.
- (2) If at any time from the date the Donee receives the property and throughout the time periods imposed by B. or C. above (as applicable) the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the SASP and shall, as directed by the SASP, return the property to the SASP, or release the property to another Donee or another state agency or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from any sale promptly to the SASP.
- (3) The Donee shall make reports to the SASP which shall state the use, condition and location of the property, and shall report on other pertinent matters as may be required from time to time by the SASP.
- (4) At the option of the SASP, the Donee may abrogate the conditions set forth in B, above, and the terms, reservations and restrictions pertaining thereto in D by payment of an amount determined by the SASP.

E. The Donee agrees to the following conditions applicable to all items of property:

- (1) The property acquired by the Donee is on an "as is," "where is" basis without warranty of any kind.
- (2) If the Donee carries insurance against damages to or loss of property because of fire or other hazards, and damage to, loss or destruction of donated property with unexpired terms, conditions, reservations or restrictions occurs, the SASP will be entitled to reimbursement from the Donee out of the insurance proceeds in an amount equal to the unamortized portion of the fair value of the lost, damaged or destroyed property.

F. Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of aircraft and vessels of 50 feet or more in length having an acquisition cost of \$5,000 or more, regardless of the purpose for which acquired.



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

RESOLUTION 2009-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT CONCERNING AUTHORSHIP OF CORRESPONDENCE

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District
desires to establish a policy concerning the authorship of correspondence; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. When the Board of Directors, in a duly called and authorized meeting, directs the creation
and mailing of correspondence, it may name an individual Director or Staff member to create such
correspondence; in the event it does not specifically name such an individual, the General Manager shall
create such correspondence. All such correspondence shall be reviewed by the President of the Board of
Directors prior to being sent, except that the Board of Directors may waive this requirement, or reassign it
to another Director.

PASSED AND ADOPTED by the Town of Discovery Bay Community Services District Board
of Directors at a regular meeting thereof held on August 19, 2009 by the following vote:

AYES: 5

NOES: 0

ABSENT: 0

ABSTENTION: 0

RAY TETREAUULT


President, Board of Directors

ATTEST:
Virgil Koehne


Secretary, Board of Directors



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

RESOLUTION 2009-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT ADOPTING A POLICY FOR REIMBURSEMENT OF
EXPENSES AND TRAVEL OF OFFICIALS AND EMPLOYEES AND
FOR BOARD MEMBER COMPENSATION

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District
desires to revise the existing policies concerning reimbursement of expenses and travel of officials and
employees and for Board Member compensation.

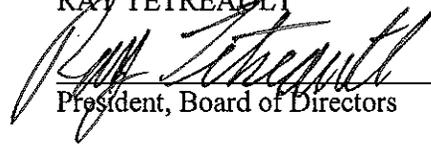
NOW, THEREFORE, BE IT RESOLVED THAT:

1. Resolution 99-09 is repealed.
2. The Policy for Reimbursement of Expenses and Travel of Officials and Employees and
for Board Member Compensation attached hereto is adopted.

PASSED AND ADOPTED by the Town of Discovery Bay Community Services District Board
of Directors at a regular meeting thereof held on December 16, 2009 by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTENTION: 0

RAY TETREALT



President, Board of Directors

ATTEST:
Virgil Koehne



Secretary, Board of Directors

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**POLICY FOR REIMBURSEMENT OF EXPENSES
AND TRAVEL OF OFFICIALS AND EMPLOYEES
AND
FOR BOARD MEMBER COMPENSATION**

I. GENERAL

The Board of Directors of The Town of Discovery Bay Community Services District (TODB) believes that it is important that elected and appointed officials and members of boards, commissions and committees and employees remain informed and trained in issues affecting the affairs of the TODB and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the TODB and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with county, state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the TODB;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the Board hereby sets forth the travel and expense reimbursement policies for the TODB.

Elected and appointed officials, members of boards, commissions and committees, and employees are referred to collectively as "officials" and individually as an "official" in this Policy, except where specifically noted.

All anticipated conferences, conventions and professional meetings shall be budgeted for in the budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

II. EXPENSE REIMBURSEMENT

A. AUTHORIZED EXPENSES

TODB funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized TODB business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol or personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on TODB business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

C. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial transportation, if an official takes a privately owned vehicle, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.
2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.
4. **Taxis or Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when travel on official TODB business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).

I. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by TODB. This form shall include the following advisory:

“All expenses reported on this form must comply with the TODB’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the TODB’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.”

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the General Manager. The General Manager shall determine if the public funds advanced must be reimbursed to the TODB. Any decision of the General Manager may be appealed to the Board.

All expenses are subject to verification that they comply with this Policy.

J. REPORTS TO BOARD

At the next regular TODB Board meeting, each elected or appointed official, or member of a board, commission or committee (but not employees) shall submit a written report on the meeting or training attended at TODB expense. If multiple officials attended, a joint report may be made. Submission of the written report is a prerequisite to reimbursement of expenses.

K. COMPENSATION FOR ATTENDANCE AT MEETINGS

Each member of the Board of Directors shall receive compensation of One Hundred Dollars (\$100.00) for attendance (in addition to any reimbursement for expenses) at the following meetings, provided that total compensation shall not exceed Six Hundred Dollars (\$600.00) per month.

1. A regular, special, emergency, adjourned regular, or adjourned special meeting of the Board of Directors TODB, or of a regular, special, emergency, adjourned regular, or adjourned special meeting of a committee of the Board of Directors which constitutes a legislative body in accordance with the Ralph M. Brown Act,

